



Policy: 1118
Chapter: Records
Rule: Records Retention and Disposition

Effective: 12/01/07
Replaces: N/A
Dated: N/A

ARS	ACA	AAC
§§ 41-2804, 41-1351, 41-1346, 41-1348, 39-101, 39-121.01, 38-421.		

The Arizona Department of Juvenile Corrections (ADJC) recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. All official records (paper, microfilm, electronic, or any other media) shall be retained for the minimum periods stated in the state and individual Records Retention Schedule as approved by the Arizona State Library, Archives and Public Records, and this Department in accordance with Arizona Revised Statutes 41-1351. After a specified period of time, official records shall be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures.

Duplicate files, duplicate copies, library materials, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies. Duplicates or non-record convenience copies shall be destroyed when they cease to be useful and shall never be kept longer than the official record copy.

A handwritten signature in black ink, appearing to read "Michael D. Branham".

Michael D. Branham, Director

Procedure Index:

1118.01 Records Retention and Disposition Procedure

Form Index

1118.01A General Retention Schedule for State Agencies
1118.01B ADJC Retention Schedules
1118.01C Internal Notice of Court-ordered Records Destruction
1118.01D Single Request for Records Destruction or Transfer

Definitions:

1. **Records** - All books, papers, maps, photographs, email, or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media in accordance with ARS § 41-1348, made or received

Policy No: 1118 Records Retention and Disposition
Page 2 of 2

by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because of the informational and historical value of the data contained therein.

- a. All records media are included in this definition from the traditional paper forms to electronic types not yet invented;
 - b. Materials specifically excluded from this statutory definition are:
 - i. Library or museum material made or acquired solely for reference or exhibition purposes;
 - ii. Extra copies of documents preserved only for convenience of reference and stocks of publications or documents intended for sale or distribution to interested persons.
2. **Central Office Records Management Supervisor (CORMS)** – An employee designated by ADJC to coordinate inventories of records used by their organizational units and assist in determining appropriate retention schedules and disposition of purged records.
 3. **Unit Administrative Records Manager** - An employee designated by his/her organizational unit administrator to be responsible for their unit's compliance to the retention policy and procedure.
 4. **Retention Schedule** - A list of official records for each division and prescribes the periods of authorized retention.
 5. **Records Management** - the creation and implementation of systematic controls for records and information activities from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection, and preservation.
 6. **Preserved or appropriate for preservation** – A reference regarding whether the document has value sufficient to place into a file and index it in a manner to facilitate later retrieval. The term does not assume any retention period or any need for permanent preservation.

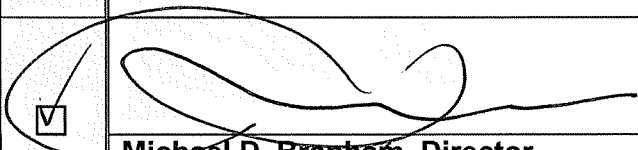
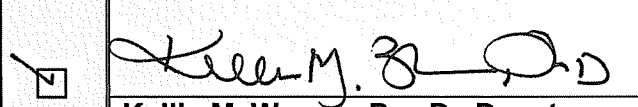
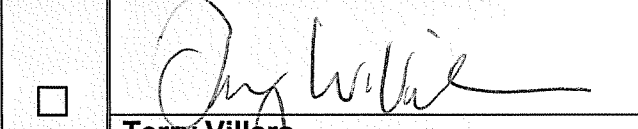
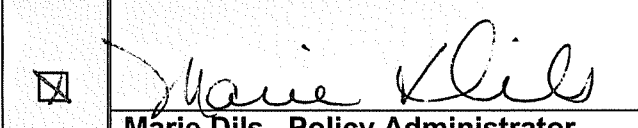
JANET NAPOLITANO
Governor



MICHAEL D. BRANHAM
Director

**DIRECTOR'S POLICIES AND PROCEDURES
REVIEW CHECK LIST**

Document ID: 1118 & 1118.01

	Check all appropriate Items	Comments
<input checked="" type="checkbox"/>	New Policy <input checked="" type="checkbox"/> New Procedure	
<input type="checkbox"/>	Updated Policy <input type="checkbox"/> Updated Procedure	
<input type="checkbox"/>	Process Owner approved	
<input type="checkbox"/>	Notification of changes to Staff; NO training of staff recommended	
<input checked="" type="checkbox"/>	Notification of changes to Staff; Training of staff recommended	As indicated in the procedure.
<input checked="" type="checkbox"/>	 Michael D. Branham, Director Date: 11/29/07	
<input checked="" type="checkbox"/>	 Kellie M. Warren, Psy.D., Deputy Director Date: 11/29/2007	
<input type="checkbox"/>	 Terry Villars Classification Administrator Date:	
<input checked="" type="checkbox"/>	 Marie Dils, Policy Administrator Date: 11.28.07	

11/27/07